

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

June 22, 2010

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON JUNE 22, 2010

SUBJECT: DUTY TO CONDUCT AND DOCUMENT INDIVIDUAL PERFORMANCE ASSESSMENTS - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: Department Manual Section 1/668.01, *Risk Management Information System (RMIS)*, delineates the supervisor's responsibilities in completing an Action Item (AI) by selecting a disposition listed in the "Conclusion/Recommendation" section of the AI.

This Order revises the subsection *Disposition of the Action Item*, disposition selection *No Action*; adds the disposition selection *Further Action Not Required*; and transfers Risk Management Group's RMIS responsibilities to Training Evaluation and Management System (TEAMS) II Division. Attached is the Manual Section with the revised language in *italics*.

PROCEDURE:

I. NO ACTION - REVISED. Department Manual Section 1/668.01, subsection *Disposition of the Action Item*, revises the *No Action* disposition selection. This disposition selection is used when no pattern of behavior posing potential risk was identified. If a significant difference in comparison with the employee's peer group was identified, further review verified that the difference was justified and did not require further action.

II. FURTHER ACTION NOT REQUIRED - ESTABLISHED. Department Manual Section 1/668.01, subsection *Disposition of the Action Item*, establishes a disposition selection, *Further Action Not Required*. This disposition selection is used if some action was taken in connection with the same triggering incident/event before the AI was activated and no further action is required. In such an instance, the "Investigative Narrative" shall include an explanation as to what action was previously taken.

Note: A *Further Action Not Required* disposition will be electronically forwarded through the chain of command for review.

The remainder of the section remains unchanged.

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III. RISK MANAGEMENT GROUP RESPONSIBILITIES - REVISED.

Department Manual Section 1/668.01, subsection *Risk Management Group Responsibilities*, is renamed as *Training Evaluation and Management System II Division Responsibilities* and is amended to indicate that TEAMS II Division shall assume the responsibilities for the deactivated Risk Management Group.

AMENDMENT: This Order amends Section 1/668.01 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"